Pamlico County Schools

Performance Excellence Signature Sheet for Personal Care Assistants

_____	_____	_____	_____
Employee	Position	Site	School Year

Fall

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

(Please initial for each document reviewed and received)

Reviewed & Copy Received _____ Signature Sheet

Reviewed & Copy Received _____ General Indicators

Reviewed & Copy Received _____ Individual Growth Plan

Reviewed & Copy Received _____ Employee and Supervisor's Comments

Mid-Year

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

(Please initial for each document reviewed and received)

Reviewed & Copy Received _____ Signature Sheet

Reviewed & Copy Received _____ General Indicators

Reviewed & Copy Received _____ Individual Growth Plan

Reviewed & Copy Received _____ Employee and Supervisor's Comments

Summative

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

(Please initial for each document reviewed and received)

Reviewed & Copy Received _____ Signature Sheet

Reviewed & Copy Received _____ General Indicators

Reviewed & Copy Received _____ Individual Growth Plan

Reviewed & Copy Received _____ Employee and Supervisor's Comments

**** Did employee meet performance goal(s)? ☐ Yes ☐ No ☐ Goal(s) to be continued**

Name: _____ Site: _____ Year: _____

	GENERAL INDICATORS FOR PERSONAL CARE ASSISTANTS	FALL				MID-YEAR				SUMMATIVE			
		U	N	S	E	U	N	S	E	U	N	S	E
1.	***Demonstrates and supports the district mission in the classroom.***												
2.	***Demonstrates excellent oral and written communication skills.***												
3.	***Compiles with federal and state laws, as well as local policy and regulation.***												
4.	***Assists in ensuring that the facility is a safe, clean, and inviting learning and working environment.***												
5.	***Presents a positive image for the district while conducting business or engaged in any district related activity.***												
6.	***Demonstrates evidence of professional growth and actively participates in appropriate workplace staff development.***												
7.	***Reports to work regularly and on time, conforms to the established work schedule, and returns to work promptly after breaks.***												
8.	***Limits personal business during work time.***												
9.	***Gives 24-hour notice of non-emergency absences.***												
10.	***Conforms to established dress code and has a professional appearance.***												
11.	***Maintains confidentiality of school related matters.***												
12.	***Assists in managing the reporting of student achievement, classroom performance and growth to the teacher and others.***												
13.	***Accurately monitors and corrects students' work while in progress.***												
14.	***Effectively assists in instructional preparation and support with minimal supervision.***												
15.	***Accurately scores students' papers as instructed by teacher.***												
16.	***Promotes students' self-esteem, respect, and appreciation for diversity.***												
17.	***Praises student achievement and supports a positive learning environment for all students.***												
18.	***Monitors and corrects students' behavior in a firm, fair, consistent manner.***												
19.	***Mediates minor students' conflicts but reports major issues to the teacher.***												
20.	***Is able to organize and use time efficiently to maximize productivity.***												
21.	***Properly files paper work and ensures that materials, reports, and other information are carefully prepared, concise, accurate, and completed in a timely manner when submitted to supervisor and others.***												
22.	***Provides adequate supervision to students in the classroom and other locations.***												

* U = UNSATISFACTORY N = NEEDS IMPROVEMENT S = SATISFACTORY E = EXCELLENT

Name: _____ Site: _____ Year: _____

GENERAL INDICATORS FOR PERSONAL CARE ASSISTANTS		FALL				MID-YEAR				SUMMATIVE			
		U	N	S	E	U	N	S	E	U	N	S	E
23.	***Proactively provides assistance (modifications, accommodations) as needed for students with special needs.***												
24.	***Possesses a working knowledge of the core subjects of the grade level to which assistant is assigned.***												
25.	***Possesses skills necessary to operate 21st Century classroom technology, audiovisual equipment, and office machines.***												
26.	***Receives constructive suggestions for improvement and implements needed changes.***												

RELATIONSHIP INDICATORS FOR PERSONAL CARE ASSISTANTS		FALL				MID-YEAR				SUMMATIVE			
		U	N	S	E	U	N	S	E	U	N	S	E
27.	***Demonstrates professional and ethical behavior.***												
28.	***Demonstrates passion, commitment, and loyalty to the values, priorities, and goals of the Pamlico County School System.***												
29.	***Demonstrates strong interpersonal communication and active listening when working with building administrators, students, staff, parents, central services personnel, and others.***												
30.	***OPTIONAL - Maintains a valid CDL and is readily available to assist in building administrators or other schools with the transportation needs of students.***												

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INDIVIDUAL GROWTH PLAN FOR PERSONAL CARE ASSISTANTS

Name: _____ Site: _____ Year: _____

PERSONAL CARE ASSISTANT IMPROVEMENT GOALS
Goal 1– Required: **Identify a goal for improvement based on an analysis of your General Indicators results.**
Goal 2- Optional: **Identify a goal for improvement based on an analysis of your General Indicators results.**
Write a brief summary of progress made towards accomplishing your goal(s).

Name: _____ Site: _____ Year: _____

PERSONAL CARE ASSISTANT'S COMMENTS

SUPERVISOR'S COMMENTS